

Message

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**From:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JAMES.HANCHETT]  
**Sent:** 7/26/2012 1:29:21 PM  
**To:** Riddell, Sandra (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Sandra.riddelle18]  
**Subject:** RE: Mileage & Purchase Order Form

Thanks,

Jim Hanchett  
Department of State Police  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Phone 413-545-2607  
Fax 413-545-2608  
Cell [REDACTED]

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**From:** Riddell, Sandra (POL)  
**Sent:** Thursday, July 26, 2012 9:21 AM  
**To:** Hanchett, James (DPH)  
**Cc:** West, Katherine (POL); Gagnon, Kenneth (POL)  
**Subject:** RE: Mileage & Purchase Order Form

Jim:

I've attached a fill-able mileage form w/ your account number (DPH Labs only will use this account.) Unfortunately, while this can be filled in, it can not be "saved" so you can't send it as a file attachment.

You can sign for your subordinates and fax or scan/e-mail it to Lauren Freeman. You will have to forward yours to Ken Gagnon for his signature. He can send it on to Lauren.

The FY13 order form is not ready yet as it will need extensive editing to accommodate DPH Labs and some new vendors due to recent contract changes. It should be ready next week. If you need something in the meantime, please let us know.

## Sandra Riddell

Massachusetts State Police  
Forensic & Technology Center  
124 Acton Street  
Maynard, MA 01754  
tel: 978-451-3309  
fax: 978-451-3320

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**From:** Hanchett, James (DPH)  
**Sent:** Thursday, July 26, 2012 7:40 AM

**To:** Riddell, Sandra (POL)

**Subject:** Mileage & Purchase Order Form

Hi Sandra,

Could you email me an Employee Mileage Reimbursement Form, one that can be filled out? The one I received from personnel will not let you fill it out. Also email me a Purchase Order Form, we don't need anything just yet but we would like to have one handy.

Thank you,

Jim Hanchett  
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